

REQUEST FOR PROPOSAL

TO SELECT A QUALIFIED PROPOSER TO CONDUCT AN ASSESSMENT OF FAIR
HOUSING FOR THE JEFFERSON PARISH DEPARTMENT OF COMMUNITY
DEVELOPMENT



RFP No.: 0358

Proposal Receipt Date: January 13, 2017

Proposal Receipt Time: 4:30 PM

Jefferson Parish
Department of Purchasing
P. O. Box 9
Gretna, Louisiana 70054

(504)364-2678

TABLE OF CONTENTS

PART I. ADMINISTRATIVE AND GENERAL INFORMATION

1.1 Background.....	3
1.2 Purpose.....	4
1.3 Goals and Objectives –	5
1.4 Proposer Minimum Requirements	5
1.5 Schedule of Events.....	5
1.6 Proposal Submittal.....	6
1.7 Proposal Response Format.....	7
1.8 Number of Response Copies –.....	8
1.9 Legibility/Clarity	9
1.10 Pre-proposal Conference.....	9
1.11 Written Inquiries	9
1.12 Inquiry Periods.....	9
1.13 Required Signed and Notarized Affidavits	10
1.14 Proposal Guarantee	11
1.15 Performance Bond	11
1.16 Fidelity Bond Requirements	11
1.17 Proposal Validity	11
1.18 Changes, Addenda, Withdrawals.....	11
1.19 Cost of Offer Preparation.....	11
1.20 Acceptance of Proposal Content.....	11
1.21 Written or Oral Discussions/Presentations	11
1.22 Standard Terms and Conditions and Non-negotiable Contract Terms	12
1.23 Taxes.....	12
1.24 Selected Proposer’s Responsibilities	12
1.25 Sub-Contractor Requirements.....	12
1.26 Insurance Requirements.....	13
1.27 Subcontractor Insurance	13
1.28 No Guarantee of Quantities	13
1.29 Contract Negotiations	13
1.30 Cancellation of RFP or Rejection of Proposals	13
1.31 Evaluation and Selection	13
1.32 Indemnification	15
1.33 Payment for Services	15
1.34 Termination.....	16
1.35 Assignment	17
1.36 EEOC and ADA Compliance	17
1.37 Audit of Records	17

1.38 Record Retention	18
1.39 Record Ownership	18
1.40 Content of Contract/Order of Precedence.....	18
1.41 Contract Changes	18
1.42 Substitution of Personnel	18
1.43 Force Majeure	18
1.44 Governing Law	19
1.45 Claims or Controversies.....	19
1.46 Diversity and Income Requirements.....	19
1.47 HUD Compliance Requirements	20
2.0 Scope of Work/Services.....	22
2.2 Period of Agreement.....	27
2.3 Cost Proposal (Price Schedule).....	28
2.4 Deliverables	28
2.5 Location	29
2.6 Financial Profile.....	29
2.7 Proposal Elements.....	29
3.1 Evaluation Criteria	30
4.1 Performance Requirements.....	32
4.2 Performance Measurement/Evaluation.....	32

PART II. ATTACHMENTS

The following documents should be submitted with the Proposal:

Attachment “A” Insurance Requirements
 Attachment “B” Pricing Schedule
 Certification regarding Debarment
 Anti-Lobbying Form
 RFP Signature Page
 Corporate Resolution
 Request for Proposal Affidavit Instructions
 Request for Proposal Affidavit
 Attachment “C” HUD Executive Summary on AFH Final Rule

**REQUEST FOR PROPOSAL
TO CONDUCT AN ASSESSMENT OF FAIR HOUSING FOR THE JEFFERSON
PARISH DEPARTMENT OF COMMUNITY DEVELOPMENT**

1.1 Background –

The Jefferson Parish Community Development Department (hereinafter “JPCD”), through the Parish of Jefferson (sometimes herein referred to as the “Parish”) is soliciting applications from qualified and interested Proposers **to conduct an assessment of fair housing** (Proposed Project).

The Parish of Jefferson has a statutory obligation to affirmatively further fair housing under the Fair Housing Act of 1968, which is Title VIII of the Civil Rights Act of 1968, and, as applicable, under the Housing and Community Development Act of 1974, the Cranston-Gonzalez National Affordable Housing Act, and the United States Housing Act of 1937.

In examining the legislative history of the Fair Housing Act and related statutes, courts have found that the mandate to affirmatively further fair housing requires that recipients of federal housing and community development funds do more than simply not discriminate. The mandate obligates them to take proactive steps to address segregation and other barriers to fair housing for those who are protected by the Fair Housing Act. The AFH is one proactive means by which the Parish can carry out its responsibility to affirmatively further fair housing.

The Final Rule is intended to further fair housing outcomes by directly linking assessments of fair housing issues, goals and strategies with housing and community development planning and resource allocation procedures. Studies by HUD, the U.S. Government Accountability Office, and others have concluded that previous procedures such as the Analysis of Impediments to Fair Housing were not as effective as they could be in incorporating recent innovations in planning to promote the effective use of limited public resources to affirmatively further fair housing.

The Final Rule addresses these issues and strengthens the mechanisms for affirmatively furthering fair housing, but does not mandate specific outcomes for the planning process of entitlement communities and units of Parish and local government. Instead the Proposed Rule recognizes the importance of local input and participation in establishing basic parameters to guide public sector housing and community development planning and investment decisions to fulfill the obligation to affirmatively further fair housing.

As a result, JPCD is seeking proposals from qualified firms (“Proposers”) to prepare a parishwide Assessment of Fair Housing (AFH) for the Parish of Jefferson in accordance with the Affirmatively Furthering Fair Housing (AFFH) Final Rule published by the U.S.

Department of Housing and Urban Development (HUD) in the Federal Register at Volume 80, Number 136, pages 42272-42371, on July 16, 2015. For an executive summary of the Final Rule, please reference Attachment C of this RFP. The successful proposer is responsible for reading, understanding and following the parameters of the Final Rule in completing the AFH for the Parish of Jefferson.

This request for proposals (RFP) is issued, and the AFH will be undertaken, in furtherance of the Parish's obligation under federal law to affirmatively further fair housing.

The Parish of Jefferson is a HUD-entitlement municipality – entitled by statute to receive allocations by formula of federal program funds for Community Development Block Grants (CDBG), Home Investment Partnerships (HOME), Emergency Shelter Grants (ESG), and Housing Opportunities for Persons with AIDS (HOPWA). As a condition precedent to receiving these funds, the Parish of Jefferson must submit to HUD a five-years' Consolidated Plan for the implementation of these programs and use of these funds. The Parish's next Consolidated Plan for 2018 – 2023 is due to be submitted to HUD in August, 2018.

Previously, submission of an Analysis of Impediments to Fair Housing (A-I) was required as part of the Consolidated Plan. The Final Rule replaces the A-I with the AFH, and it requires the Parish to complete and submit its AFH to HUD two hundred seventy (270) days before submitting its next Consolidated Plan, which will be October 2017. It is HUD's intention that the AFH's findings and recommendations be used by the Parish and program participants in the process of preparing the Consolidated Plan so as to make housing and community development policy and planning decisions which affirmatively further fair housing.

1.2 Purpose

The purpose of the AFFH rule is to provide "program participants" (cities, counties, States, and public housing agencies (PHAs) "with an effective planning approach to aid them in taking meaningful actions to overcome historic patterns of segregation, promote fair housing choice, and foster inclusive communities that are free from discrimination". This Request for Proposal (RFP) is to obtain competitive proposals as allowed by Jefferson Parish Code of Ordinances Section 2-895 et. seq. from bona fide, qualified Proposers **to conduct an assessment of fair housing** in Jefferson Parish, and other services across a broad range of CDBG and HOME funded projects and programs managed and contributed to by JPCD. By submitting a proposal, proposer agrees to comply with all provisions of Louisiana law as well as compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish (hereinafter sometimes referred to as the "Parish") standard terms and conditions as adopted by Jefferson Parish Council Resolution. Jefferson Parish does not obligate itself to contract for more than the actual requirements during the period of this contract, as determined by actual needs and availability of appropriated funds

1.3 Goals and Objectives –

This is a competitive process open to all. The Department of Community Development desires to obtain a firm that is familiar with the federal regulations, Parish laws, parish ordinances and departmental processes to demonstrate specific knowledge of and experience **to conduct an assessment of fair housing** in Jefferson Parish from the holding of public meetings to completion of the project for the Department of Community Development.

1.4 Proposer Minimum Requirements

- A. Statement demonstrating experience and/or knowledge with HUD's Consolidated Planning process. Preference will be given to those Proposers that have experience with the new eCon Planning Suite and the new requirements for building the plan within HUD's Integrated Disbursement and Information System. Consultant should have experience developing a Consolidated Plan and/or Analysis of Impediments (AI) for an Urban County.
- B. Statement demonstrating experience and/or knowledge with HUD Fair Housing requirements.
- C. Statement demonstrating experience and/or knowledge in housing and community development planning and implementation.
- D. Statement demonstrating experience and/or knowledge in interpreting various demographic and housing market data sources and the holding of public forums for community engagement.

References:

Proposers must provide a minimum of three (3) references (governmental and/or private), for whom equal or larger scope of services are either currently being provided or have been provided in recent past (i.e., at least one (1) year). Contact person(s), addresses and telephone numbers for each reference shall be included. References must also include verification of experience and ability to meet project deadlines/timelines.

1.5 Schedule of Events

	<u>Date</u>	<u>Time (CST)</u>
1. RFP mailed to prospective proposers	12/14/16	At least 30 days prior to the last day that proposals will be accepted
2. Pre-Proposal Conference	Not Required	

- | | | | |
|----|---------------------------------------|---------|---------|
| 3. | Deadline to receive written inquiries | 1/03/17 | |
| 4. | Proposal Receipt Date and Time | 1/13/17 | 4:30 PM |
| 5. | RFP Evaluation Committee Meeting | | TBD |

Proposers are encouraged to check the general information board in the General Government Building located at 200 Derbigny St., Gretna and the Joseph S. Yenni Building located at 1221 Elmwood Park Blvd., Jefferson. Additionally proposers may check for meeting information posted on the Jefferson Parish website.

- | | | |
|----|--------------------------------------|-----------------|
| 6. | Council Selection via resolution | To be scheduled |
| 7. | Contract Ratification via resolution | To be scheduled |

NOTE: The Parish of Jefferson reserves the right to deviate from these dates.

1.6 Proposal Submittal

All proposals including mandated affidavits in accordance with Section 2-895 of the Jefferson Parish Code of Ordinances shall be received by the Jefferson Parish Purchasing Department **no later than date and time shown in the Schedule of Events in order to be considered responsive.**

Important – Clearly mark outside of envelope, box or package with the following information and format:

- Proposal Name: **TO CONDUCT AN ASSESSMENT OF FAIR HOUSING FOR THE JEFFERSON PARISH DEPARTMENT OF COMMUNITY DEVELOPMENT**
- Proposal No. **0358**
- Proposal Receipt Date and Time: **January 13, 2017 at 4:30 PM**

Proposals will be received at:
 Jefferson Parish Purchasing Department
 200 Derbigny Street, Suite 4400
 Gretna, Louisiana 70053

Proposer is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. Jefferson Parish Purchasing is not responsible for any delays caused by the proposer's chosen means of proposal delivery.

Proposer is solely responsible for the timely delivery of its proposal. Late proposals will not be accepted.

PROPOSALS SHALL NOT BE OPENED PUBLICLY. Cost proposals (Price Schedules) shall be submitted in separate, sealed envelopes and shall remain sealed until the RFP Evaluation Committee meeting. PRICES SHALL NOT BE READ UNTIL THE COMPLETION OF THE TECHNICAL EVALUATION. Cost shall be worth twenty-five percent (25%) of the total points assigned. Evaluation of cost shall take place after technical evaluation has been completed.

1.7 Proposal Response Format

Proposals submitted for consideration should follow the format and order of presentation described below:

- A. Cover Letter: Containing summary of Proposer's ability to perform the services described in the RFP and confirms that Proposer is willing to perform those services and negotiate a contract with the Parish. The letter shall be signed by a person having authority to negotiate and to commit the Proposer to a contract. If proposer is a sole-proprietorship, proposer must include a Statement that the company is a sole-proprietorship signed by the owner. If proposer is an agency, corporation, partnership or other legal entity, the president, vice-president, secretary or treasurer, or an authorized agent shall sign the proposal, **and** satisfactory evidence of the authority of the person signing for the agency, corporation, partnership or other legal entity shall be attached to the proposal. A sample corporate resolution may be downloaded from the Purchasing Department webpage of the Jefferson Parish website.

Proposers should exhibit their understanding and approach to the project by including a narrative that includes the proposer's understanding of the purpose of the various aspects of this project. and address how each element will be accomplished. Proposers are advised that except as otherwise provided by law, all documents submitted to the Parish under this RFP are subject to the Louisiana Public Records Act, LSA-R.S. 44:1 et seq., and may be released when a public records request is made in accordance with the law.

- B. Table of Contents: Organized in the order cited in the format contained herein.
- C. Technical Proposal: Illustrating and describing compliance with the RFP requirements defined in the Scope of Work/Services (Part II) and Proposer Qualifications

- A. Proposer Qualifications and Experience: History and background of Proposer, including but not limited to status with related services to government entities, and a discussion of previous experience with Consolidated Plans, AI Reports and other housing analysis efforts and how lessons learned through those projects will be used in this project
- B. Innovative Concepts: Present innovative concepts, if any, not discussed above for consideration.
- C. Project Schedule: As the AFH must be completed on aggressive schedule given the upcoming submission deadlines, the Proposer shall provide a detailed schedule of implementation plan for the project and full implementation. This schedule is to include implementation actions, timelines, responsible parties, etc. The schedule, while aggressive, should not compromise public engagement opportunities.
- D. Financial Profile: Firms are requested to submit documentation from the past three (3) years demonstrating firm's financial stability. Documentation may include audited financial Statements including balance sheets, income Statements, documentation regarding retained earnings, assets, liabilities, etc. Such information should be included in the technical portion of the proposal submission and **MUST NOT** be included with the cost proposals.
- E. Cost Proposal: Proposer's fees and other costs shall be submitted in a **separate sealed envelope** with proposal submission in accordance with section 1.3 above. This cost proposal shall include any and all costs the Proposer wishes to have considered in the proposed contractual arrangement with the Parish of Jefferson. Cost shall be worth twenty-five percent (25%) of the total points assigned. Evaluation of cost shall take place after technical evaluation has been completed.

1.8 Number of Response Copies –

Each Proposer shall submit one (1) signed original response along with six (6) additional copies of the proposal, including mandatory affidavits (signed and properly notarized) in original format. In addition, proposer must submit a copy on CD-R/CD-RW media or flash drive as long as data on the disc and/or flash drive is formatted to open in the standard Microsoft Office suite programs (.xls, .doc, .ppt). PDF files are also acceptable. Cost proposals **should not** be included in the electronic submission.

Cost proposals must be submitted in a separate sealed envelope, which contains one (1) original and six (6) additional copies. The envelope will remain sealed until the evaluation committee meets and scores all technical components of this RFP as indicated in the evaluation criteria.

1.9 Legibility/Clarity

Responses to the requirements of this RFP in the formats requested are desirable with all questions answered in as much detail as practicable. The proposer's response shall demonstrate an understanding of the requirements. Proposals shall be prepared simply and economically, providing straightforward, concise descriptions of the proposer's ability to meet the requirements of the RFP. Each Proposer is solely responsible for the accuracy and completeness of its proposal.

1.10 Pre-proposal Conference

NOT REQUIRED FOR THIS RFP

1.11 Written Inquiries

The Parish shall only consider written and timely communications from proposers. No negotiations, decisions, or actions shall be binding as a result of any oral discussions with any Parish employee or Parish consultant. Answers to questions that materially change or substantially clarify the RFP shall be addressed by addendum and provided to all prospective proposers.

1.12 Inquiry Periods

An initial inquiry period is hereby firmly set for all interested proposers to perform a detailed review of the RFP documents and to submit any written questions relative thereto. *Without exception*, all questions MUST be in writing (even if an answer has already been given to an oral question during the Pre-proposal conference) and received by the close of business on the Inquiry Deadline date set forth in the Schedule of Events. Initial inquiries shall not be entertained thereafter. All official responses to inquiries will be communicated in the form of an addendum.

The Parish of Jefferson shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our agency and departments. The Parish of Jefferson reasonably expects and requires responsible and interested proposers to conduct their in-depth proposal review and submit initial inquiries in a timely manner.

A final 3-day inquiry period may be granted, if additional questions or requests for clarification are received as a result of an addendum. Questions relative to the addendum shall be submitted no later than three full working days, 4:30pm, from the date the addendum is posted. If necessary, another addendum will be issued to address any final questions received. Thereafter, all proposal documents, including but not limited to the specifications, terms, conditions, plans, etc., will stand as written and/or amended clarified by any addendum issued as a result of the final inquiry period.

Said written inquiries submitted by the proposer shall clearly cross-reference the relevant RFP section. The Parish shall only respond to those inquiries received by the established deadline. Answers to questions that change or substantially clarify the solicitation shall be issued by addendum and provided to all prospective proposers.

Inquiries in accordance with this section may be delivered by regular mail, express courier, e-mail, hand, or fax to:

Jefferson Parish Purchasing Department
200 Derbigny Street, Suite 4400
Gretna, Louisiana 70053
Phone: (504)364-2678 Fax: (504)364-2693
Buyer Email: sduffy@jeffparish.net

1.13 Required Signed and Notarized Affidavits

Affidavits in accordance with Section 2-895 et. seq. of the Jefferson Parish Code of Ordinances are required with proposal submission. For the convenience of vendors, these affidavits have been combined into one form entitled, *Request for Proposal Affidavit*. **This affidavit (Request for Proposal Affidavit) must be completed, signed, properly notarized and submitted in its original format with the proposal submission. Failure to submit or properly execute the RFP Affidavit will result in the proposal being deemed non-responsive in accordance with Section 2-895(b) of the Jefferson Parish Code of Ordinances.**

***Pre-placed emergency contracts, as defined by Section 2-917 of the Jefferson Parish Code of Ordinances, shall be exempted from submitting the Sub-contractor Affidavit. As such, this section is NOT required to be completed in the Request for Proposal Affidavit. However, a list of all sub-contractors used in the performance of the pre-placed emergency contracts shall be submitted prior to payment on the contract.**

All persons or firms who are under contract which were awarded on a non-bid basis with Jefferson Parish or with any of its agencies, divisions or special districts or who submit responses to any request for submittals to contract on a non-bid basis with Jefferson Parish or with any of its agencies, divisions or special districts must identify all subcontractors and persons, excluding full time employees of the firm, who would assist in providing services or materials under the contract or who would share in any fees, commissions or other remuneration under the contract. Each such subcontractor or person shall submit all documents and information required by this section. Substitutions or subsequent addition of subcontractor(s) or other persons to this RFP and any ensuing contract must be requested in writing and ratified by Council resolution. Said written request shall provide to the detailed justification of the compelling need for such addition substitution

1.14 Proposal Guarantee

NOT REQUIRED FOR THIS RFP

1.15 Performance Bond

NOT REQUIRED FOR THIS RFP

1.16 Fidelity Bond Requirements

NOT REQUIRED FOR THIS RFP

1.17 Proposal Validity

All proposals shall be irrevocable and considered valid from the receipt date for acceptance until such time an agreement is executed.

1.18 Changes, Addenda, Withdrawals

If the proposer needs to submit changes or addenda, proposers shall submit changes or addenda in writing, signed by an authorized representative of the proposer. All addenda and changes must cross-reference the relevant RFP section. Said changes or addenda shall be delivered prior to the RFP proposal receipt date and submitted in a sealed envelope to be opened contemporaneously with the proposal submission. Proposer(s) request(s) for withdrawal of responses to this RFP must be submitted in writing and received prior to the RFP receipt date as set forth in the Schedule of Events.

1.19 Cost of Offer Preparation

All submissions in response to this RFP shall be at the sole cost and expense of the proposer and shall not be subject to reimbursement by the Parish of Jefferson.

1.20 Acceptance of Proposal Content

Proposer's submission to this RFP shall be construed as an acceptance to be bound by the terms and conditions stated herein. Any action in contradiction of this acceptance may result in rejection by the Council.

1.21 Written or Oral Discussions/Presentations

The Parish may conduct written or oral discussions with Proposer(s) to clarify and/or enhance the Parish's understanding of submitted material. Any commitments or representations made during these discussions, if conducted, may become formally recorded in the final contract. Conversely, the Parish may make awards based on initial offers. Neither negotiations nor changes to proposals will be allowed during these discussions.

1.22 Standard Terms and Conditions and Non-negotiable Contract Terms

1.22(A) The standard general terms and conditions used by the Parish of Jefferson may be found in Resolution No. 113646. A copy may be obtained from the Parish Clerk's Office, 6th Floor, General Government Building, 200 Derbigny Street, Gretna, LA 70053, 364-2626. A copy of the resolution may also be downloaded by viewing the Purchasing Department webpage of Jefferson Parish's website, www.jeffparish.net.

1.22(B) Non-negotiable contract terms include but are not limited to taxes, assignment of contract, audit of records, EEOC and ADA compliance, record retention, content of contract/order of precedence, contract changes, force majeure, governing law, including ethics Statements, claims or controversies, and termination based on contingency of appropriation of funds.

1.22(C) It shall be the duty of every Parish officer, employee, department, agency, special district, board, and commission; and the duty of every contractor, subcontractor, and licensee of the Parish and the duty of every applicant for certification of eligibility for a Parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10 (19). By submitting a proposal, proposer acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

1.23 Taxes

Jefferson Parish is exempt from paying sales taxes under Louisiana Parish Revised Statute 47:301(8)(c). All prices for purchases of supplies and materials by Jefferson Parish shall be quoted exclusive of Parish and Parish taxes.

1.24 Selected Proposer's Responsibilities

The selected proposer shall be required to provide all items and services offered in his proposal. The proposer shall be the sole point of contact for all contractual matters, including payment of any and all charges resulting under the contract.

1.25 Sub-Contractor Requirements

If the proposer intends to subcontract portions of the work or to satisfy any of the Proposer Requirements and/or Scope of Work through the use of a subcontractor, the proposer shall include the name of the subcontractor and specific designations of the tasks to be performed or Vendor Requirements to be met by respective subcontractor(s). The information requested of the proposer under the terms of this RFP shall also be supplied for each subcontractor and shall be included in the proposal. Unless specifically permitted in the contract with the Parish of Jefferson, the successful

proposer(s) shall not contract with any other party for furnishing any of the work herein contracted without the ratification by Jefferson Parish Council resolution.

1.26 Insurance Requirements

Proposer shall furnish the Parish with certificates of insurance evidencing mandating coverage(s) pursuant to Resolution No. 113646 and Attachment "A". A copy of Resolution No. 113646 may be downloaded from the Purchasing Department webpage on the Jefferson Parish website, www.jeffparish.net.

1.27 Subcontractor Insurance

The proposer shall include all subcontractors as insured under its policies or shall furnish separate certificates for each subcontractor. All coverages for subcontractors shall be in conformity with Resolution No. 113646. A copy of Resolution No. 113646 may be downloaded from the Purchasing Department webpage on the Jefferson Parish website, www.jeffParish.net.

1.28 No Guarantee of Quantities

NOT APPLICABLE FOR THIS RFP

1.29 Contract Negotiations

The Parish administration shall negotiate the details of service delivery, the terms of the contract, and the contract price most advantageous to the Parish with the proposer(s) selected by the Jefferson Parish Council (sometimes referred to throughout this document as the "Council") and submit the contract, in final form, to the Council for ratification. Contract negotiations are limited by section 1.22 Non-negotiable Contract Terms in this RFP. In the event a contract cannot be successfully negotiated, the RFP evaluation committee shall seek authorization from the Council to negotiate a contract with another proposer under that RFP.

1.30 Cancellation of RFP or Rejection of Proposals

In accordance with Section 2-895 of the Parish of Jefferson Code of Ordinances, the Parish through its Council may reject any or all proposals received in response to this RFP, or cancel this RFP prior to proposal receipt date if in the best interest of the Parish.

1.31 Evaluation and Selection

In conformity with Section 2-895 of the Jefferson Parish Code of Ordinances, all Proposer submissions will be evaluated by the RFP Evaluation Committee. Before beginning the evaluation process, the evaluation committee must review the RFP, concerning not only the task of description but also the qualifications and the evaluation

criteria. The Evaluation Committee shall be comprised of members from requesting department(s), Research and Budget, Purchasing, Finance and Legal Department (Parish Attorney's Office). The representative of the Legal Department shall act as secretary of the evaluation committee, and is solely responsible for disseminating all information received during the review process. Also, if deemed necessary and duly authorized by Council resolution, additional employees of Jefferson Parish may be appointed as members of the RFP Evaluation Committee. After completion and tallying of the technical evaluation scores, each scoring evaluation committee member shall sign and date his individual score sheet. After the secretary of the evaluation committee collects all individual score sheets, the Purchasing Department and the requesting department shall tally the individual scores to obtain a total technical evaluation score for each proposer. Following the tabulation of technical scores, the Purchasing Department shall open the sealed pricing proposals, and shall read the pertinent portions of those pricing proposals aloud. To the extent necessary, the evaluation committee may further review and analyze the cost proposals and/or request and receive clarification of the pricing information provided by the proposers for submission to the Council. After discussion of all price proposals, the Finance Department shall calculate the cost evaluation portion of the scoring sheet, using the pricing proposals submitted by proposers and the formula below. The cost evaluation shall constitute twenty-five percent (25%) of the total points assigned, and will be based upon standard cost rates submitted by the proposers. The proposer with the lowest cost shall receive the highest cost evaluation score. Other proposers will receive a cost score computed as follows:

$$CS = (LPC/PC \times X)$$

Where: CS = Computed cost score for Proposer

LPC = Lowest proposed cost (Lowest Amount of Federal Funds Requested)

PC = Proposer's cost

X = 25% of the total number of points assigned.

After the Finance Department completes the cost evaluation scores, the Purchasing Department and the requesting department shall each add the cost evaluation scores for each proposer to the tabulated technical scores of each proposer, totaling the final number of points assigned to each proposer. The tabulated score sheet shall be signed and dated by the Purchasing Department, the Finance Department and the requesting department. The secretary of the evaluation committee shall collect all individual and tabulated score sheets and deliver them to the Parish Clerk. The Evaluation Committee shall prepare and forward to the Council a memorandum identifying the qualified firms and explaining their rationale. Attached to the memorandum shall be copies of the cost proposals received in accordance with the RFP, along with any analysis or clarification completed regarding those pricing criteria. A list of names of the responsive and responsible proposers shall be submitted to the Council along with a list of the non-responsive and non-responsible offers. Responsibility of a proposer shall be determined in accordance with competitive sealed bids in the Revised Statutes of the Parish of Louisiana. Responsiveness shall be determined considering the materials that the proposer has submitted and the core requirements of the RFP. Proposers are

invited to attend the evaluation meeting(s) and are encouraged to check the Jefferson Parish website, www.jeffparish.net, for meeting details.

Upon completions of its analysis, the Council may either (i) adopt the resolution selecting the proposer(s) to supply the non-standard item(s) or perform the Statement of work or scope of services; or (ii) reject all proposals. The Council shall select the proposal which received the highest cumulative score from the evaluation committee; except that the Council may select a proposer other than the highest-ranked proposer provided that proposer selected has been given a cumulative score by the committee that is no more than ten percent (10%) lower than the cumulative score for the highest-ranked proposer.

Award of the contract may be made without discussions after proposals are received and evaluated. Proposals should, therefore, be submitted on the most favorable terms which the proposer can submit, from a technical standpoint; and from a price standpoint. If the evaluation committee determines that discussions are necessary, written submissions or oral discussions/presentations may be required from all proposers.

1.32 Indemnification

Proposer shall agree to indemnify and hold the Parish of Jefferson, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers, harmless against any and all claims, demands, suits, costs, liabilities or judgments for sums of money, and fines or penalties asserted by any party, firm or organization for loss of life or injury or damages to person or property, growing out of, resulting from, or by reason of any negligent acts, errors, and/or omissions by proposer, its agents, servants or employees, while engaged upon or in connection with the services required to be performed by proposer under this RFP.

Further, proposer shall agree to indemnify the Parish of Jefferson, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers for all reasonable expenses and attorney's fees incurred by or imposed in connection therewith for any loss, damage, injury or other casualty pursuant to this RFP. Proposer additionally shall agree to pay all reasonable expenses and attorney's fees incurred by the Parish of Jefferson, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers in establishing the right to indemnity pursuant to the provisions Stated herein.

1.33 Payment for Services

The proposer shall address and send the invoice to the **Jefferson Parish Community Development Department** pursuant to the payment terms negotiated in the agreement. Payments will be made by the **Jefferson Parish Community Development Department** no earlier than thirty (30) days after receipt of a properly executed invoice, and approval by the **Finance Department**. Invoices shall include the contract and

order number, using department and product purchased. Invoices submitted without the referenced documentation will not be approved for payment until the required information is provided.

With each invoice submitted, the person or firm holding said non-bid contract shall acknowledge that no subcontractors or other persons have been added to the contract without prior Council approval by resolution. Failure to comply with this section shall result in penalties imposed upon the person or firm under contract as set forth in section 2-935.1 for professional service providers.

Successful proposers submitting payment requests for services in connection with pre-placed emergency contracts, as defined by Section 2-917 of the Jefferson Parish Code of Ordinances shall provide a list of all sub-contractors used in the performance of the pre-placed emergency contracts prior to payment on the contract.

1.34 Termination

The proposer affirmatively acknowledges and agrees that the terms of any ensuing agreement shall be binding upon the parties hereto until the work has been completed and accepted by the Parish; but said agreement may be terminated under any or all of the following conditions:

- A. By mutual agreement and consent of the parties hereto.
- B. By the Parish as a consequence of the failure of successful proposer(s) to comply with the terms or quality of work in a satisfactory manner, proper allowance being made for circumstances beyond the control of successful proposer(s) provided the Parish will give successful proposer(s) written notice of any such failure and ten (10) days (or more if authorized in writing by the manager) to cure any such failure.
- C. By either party upon failure of the other party to fulfill its obligation as set forth in the Agreement.
- D. By the Parish for convenience by issuing successful proposer(s) thirty (30) days written notice.

The continuance of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the Council. If the Council fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Parish President to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

1.35 Assignment

The proposer affirmatively acknowledges and agrees that any ensuing agreement shall be binding upon the successors and assigns for the parties hereto. The ensuing agreement being for the personal services of the successful proposer(s) shall not be assigned or subcontracted in whole or in part by said successful proposer(s) as to the services to be performed hereunder without the written consent of the Parish, in the Parish's sole discretion.

1.36 EEOC and ADA Compliance

The proposer agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistant Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act of 1972, and the Contracting Party agrees to abide by the requirements of the American with Disabilities Act of 1990.

The proposer shall keep informed of and comply with all federal, Parish and local laws, ordinances and regulations which affect his employees or prospective employees.

Any act of discrimination committed by the proposer, or failure to comply with these statutory obligations, when applicable, shall be grounds for termination of this contract.

1.37 Audit of Records

Proposer(s) affirmatively acknowledges and agrees that pursuant to any ensuring contract, successful proposer shall maintain adequate books of account with respect to its services, in accordance with generally accepted accounting principles (GAAP) in a form and method acceptable to the Parish. Successful proposer(s) shall permit Parish and Parish's agents from time-to-time within forty-eight (48) hours written notice, to inspect, copy and audit during successful proposer(s) normal business office hours, the books and records pertaining to the services provided under this Agreement. Parish's right to audit, inspect, and make copies of FIRM's records shall be at the sole expense of Parish.

Periodic and/or Annual Reports. At any time, the Parish may request that the successful proposer(s) with the minimum of thirty (30) days written notice, prepare and/or produce a report of the results of operations, as it pertains to any ensuring agreement, in the previous fiscal year prepared in accordance with generally accepted accounting principles (GAAP). The report must be prepared and certified by an independent certified public accounting firm. (For purposes of said agreement, each "fiscal year" begins on January 1 and ends on December 31 of the same year.)

1.38 Record Retention

The proposer shall maintain all records in relation to this proposed agreement at its location for a period of at least five (5) years from the expiration date, earlier termination of the contract, completion of the contract, or for a period stipulated by the governing Parish and Federal regulations, whichever is longer.

1.39 Record Ownership

The proposer acknowledges and agrees that all records, reports, documents, or other material(s) developed or resulting from this RFP shall be the sole property of the Parish of Jefferson, and shall be returned to the Parish by proposer upon request at expiration or earlier termination of this agreement.

1.40 Content of Contract/Order of Precedence

In the event of a conflict among documents, the order of precedence which shall govern is as follows: 1) the final contract; and, 2) the Request for Proposal (RFP) and addenda (if any); and, 3) the proposer's proposal; and, 4) Resolution No. 113646 and any amendments thereto.

1.41 Contract Changes

Upon negotiation of a bona-fide agreement between the parties, no additional changes, amendments, or modifications may be completed without the prior ratification of the Council.

1.42 Substitution of Personnel

In conformity with Section 1.6, substitution of personnel shall be ratified by the Council. In addition to the foregoing, if during the term of the contract, the proposer cannot provide the personnel or subcontractor as stated in its submission, proposer shall submit a written request for substitution supported by resume of qualifications and written certification that said substitution shall meet or exceed the requirements stated herein. Said substitution shall be at the Parish's sole discretion.

1.43 Force Majeure

The proposer or Parish of Jefferson shall be exempted from performance under the terms and conditions of the negotiated agreement if the proposer or Parish is prevented from performing any services in whole or in part as a result of any act of God, strike, war, civil disturbance, epidemic or court order; provided the proposer or Parish of Jefferson has prudently and promptly acted to undertake any and all corrective steps that the respective parties can perform. Subject to this provision, such nonperformance

shall not be construed as considered cause or grounds for early termination of this agreement.

1.44 Governing Law

All activities associated with this RFP process shall be interpreted under the laws of the Parish of Louisiana. All proposal submissions shall be governed in accordance with provisions of Louisiana Parish laws and Jefferson Parish Code of Ordinances; standard terms and conditions; Resolution No. 113646.

1.45 Claims or Controversies

Proposer, as evidenced by his signature, agrees that the agreement shall be made in accordance with the laws of the Parish of Louisiana. The proposer hereby agrees to the exclusive jurisdiction and venue of the 24th Judicial District Court for the Parish of Jefferson, Parish of Louisiana.

1.46 Diversity and Income Requirements

Jefferson Parish Community Development Department, as the grantee of the allocated federal funds is committed to awarding a contract(s) to firm(s) that will provide high-quality services and that is dedicated to diversity and to containing costs. Jefferson Parish Community Development Department strongly encourages Proposers that are certified by the Parish of Louisiana or any other city or Parish, or the federal government, as minority- and/or woman- owned business enterprise ("M/WBEs"), as well as Proposers that are not yet certified, but have applied for certification, to submit responses to this RFP. Jefferson Parish Community Development Department also strongly encourages joint ventures of M/WBE firms with majority firms and M/WBE firms with other M/WBE firms.

In addition to the above diversity requirements, and pursuant to Section 3 of the Housing & Urban Development Act of 1968, Jefferson Parish Community Development Department is committed to ensuring that employment and other economic opportunities generated by HUD financial assistance shall, to the greatest extent feasible, and consistent with existing federal, Parish and local laws and regulations, be directed to low- and very low income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons. Unless otherwise required by this RFP, the successful Proposer will be required to execute all mandatory Section 3 forms certifying and acknowledging compliance with Section 3 regulations upon contract execution or when the contract meets the threshold amount for Section 3.

A "Section 3 resident" is: 1) a public housing resident; or 2) a low- or very low- income person residing in the metropolitan area or non-metropolitan county/parish where the Section 3 covered assistance is expended. A "Section 3 business concern" is a business that can provide evidence that they meet one of the follow criteria: 1) 51 % or

more owned by Section 3 residents; or 2) at least 30% of its full time employees include persons that are currently Section 3 residents, or were Section 3 residents within three years of the date of first hire; or 3) provides evidence, as required, of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to business concerns that meet one of the preceding two qualifications.

Jefferson Parish is fully committed to using the funding through these programs to affirmatively further fair housing and to comply with all applicable federal, Parish and local regulations. Further, the successful Proposer shall adhere to Jefferson Parish Ordinance 25063 relating to fair housing.

1.47 HUD Compliance Requirements

Funding assistance for this Project is through the United States Department of Housing and Urban Development, Community Development Block Grant and/or HOME Program. Respondents and their counsel should be familiar with the full range of CDBG and HOME compliance requirements. The following is a brief summary of certain aspects of some of these compliance requirements. By submitting a proposal the Proposer acknowledges and agrees to be bound by the following:

1. Environmental Clearance. The Parish will perform an Environmental Review Record (ERR) pursuant to 24 CFR Part 58 following the execution and approval of the Project Development Agreement between the selected Respondent and the Parish. A successfully completed ERR will then require a 30 day public comment period prior to the Release of Funds. Prior to receipt of environmental clearance from the Parish, the sponsor may not commit any funds to, or undertake any physical or choice-limiting actions, including but limited to property acquisition, demolition, design and/or construction activities. Violations of this provision may result in the termination of the Project Development Agreement and recapture of any damages by the Parish.
2. Accessibility. Project will be subject to accessibility requirements under Section 504 of the Rehabilitation Act of 1973.
3. Davis-Bacon. Notwithstanding provisions to the contrary, construction projects over \$2,000.00 will be subject to Davis-Bacon wage and record-keeping requirements.
4. Lead Based Paint. HUD's lead based paint regulations at 24 CFR Part 35 will apply.
5. Section 3. HUD's Section 3 requirements apply. In general, Section 3 requires outreach, prior to awarding contracts and subcontracts to construct a project under the Program. The Firm must conduct outreach to low-income individuals living in the area where the Project is located and to certain businesses located in the area in which the project is located. The intent of the Section 3 requirements is to encourage employment of such individuals and businesses in connection with the construction of the Project. These requirements apply to any construction contract or subcontract in excess of \$100,000. For additional

information concerning Section 3, see <http://www.hud.gov/offices/fheo/section3/section3.cfm>.

6. Debarment. The Respondent certifies that it is not currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the Parish of Louisiana or the Federal Government (SAM.Gov), and that it is not a person or entity that is currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the Parish of Louisiana or the Federal Government. This form is attached and shall be executed and submitted with the RFP.
7. Equal Employment Opportunity - All contracts require that the contractor comply with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
8. Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c) - All contracts and subgrants in excess of \$2000 for construction or repair awarded by recipients and subrecipients require that the contractor comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.
9. Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333) - Where applicable, all contracts awarded by recipients in excess of \$2000 for construction contracts and in excess of \$2500 for other contracts that involve the employment of mechanics or laborers require that the contractor comply with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR part 5). Under Section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
10. Rights to Inventions Made Under a Contract or Agreement - Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in

any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

11. Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended - Contracts and sub grants of amounts in excess of \$100,000 require the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
12. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) - Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient. This form is attached and shall be executed and submitted with the RFP.

PART II SCOPE OF WORK/SERVICES

2.0 Scope of Work/Services

A. Scope of Work

This scope of work is based on the Final Rule, as previously discussed. JPCD reserves the right to require the successful Proposer to comply with any amendments to the Final Rule and any future instructions that HUD may issue.

As specified in the Final Rule, the work of the successful Proposer in developing and preparing the parishwide AFH shall include, at a minimum, four fair housing issues that program participants will assess:

1. Patterns of integration and segregation;
2. Racially or ethnically concentrated areas of poverty;
3. Disparities in access to opportunity; and
4. Disproportionate housing needs.

For each housing issue identified above, the successful Proposer shall perform the following tasks:

1. IDENTIFICATION OF "FAIR HOUSING ISSUES" AND THE PARISH'S CAPACITY TO ADDRESS THEM

- a. The successful Proposer will identify and summarize “fair housing issues” as defined in the Final Rule, and the underlying “contributing factors” that cause the fair housing issues, in the Parish, including any findings or judgments related to fair housing or other civil rights laws and assessment of compliance with existing fair housing laws, regulations, and guidance. Fair housing issues are conditions that restrict fair housing choice or access to opportunity, including the four (4) conditions listed above. A contributing factor creates, contributes to, or perpetuates, or increases the severity of one or more housing issues.
- b. The successful Proposer will assess the Parish’s “fair housing enforcement and fair housing outreach capacity” as defined in the Final Rule.

2. ANALYSIS OF DATA

- a. The successful Proposer will analyze “fair housing data provided by HUD” together with any relevant local, regional or Parishwide information plus data and information gained through the procedures for community participation and consultation described in the Final Rule, and prepare an analysis which:
 - (i) identifies “integration” and “segregation” patterns and trends across “protected classes” within the Parish;
 - (ii) identifies “racially or ethnically concentrated areas of poverty” within the Parish;
 - (iii) identifies whether “significant disparities in access to opportunity” such as quality education, employment, transportation, and environmental health exist across “protected classes” within the Parish; and
 - (iv) identifies whether “disproportionate housing needs” exist across “protected classes” within the Parish.
- b. The successful Proposer will complement or refine its analysis using supplementary methodologies and sources that have been determined to be reliable indicators of fair housing issues and determinants, including, for example and without limitation: Home Mortgage Disclosure Act data; fair housing “testing” data; and judicial decisions by Parish and federal courts in the Parish of Louisiana pertaining to fair housing, land use and building regulations, and preferences for protected classes, community residents or other groups.

3. ASSESSMENT OF DETERMINANTS OF FAIR HOUSING ISSUES

Using an assessment tool provided by HUD, the successful Proposer will identify the primary determinants influencing conditions identified in the preceding Analysis of Data with respect to:

- integration and segregation;
- concentrations of poverty;
- disparities in access to community assets; and
- disproportionate housing needs based on protected class.

4. IDENTIFICATION OF FAIR HOUSING PRIORITIES AND GENERAL GOALS

a. Consistent with the analysis and assessment conducted under Tasks (2) and (3) as described in this Section of the RFP, the successful Proposer will:

(i) assign priorities to contributing factors and to justify the order of priority. Highest priority must be given to the factors that limit or deny fair housing choice or access to opportunity.

Program participants must set goals for overcoming the effects of the priority contributing factors. For each goal, the AFH must identify one or more contributing factors that the goal is designed to address, and describe how the goal relates to overcoming the contributing factor(s) and related fair housing issue(s). The AFH must also identify the metrics and milestones for assessing achievement.

b. While the successful Proposer will not be required to detail strategies and actions that a program participant identifies to implement its AFFH goals and priorities, they must, however, be included in the Parish's Consolidated Plan (hereinafter referred to as "ConPlan", Annual ConPlan Action Plan, or a PHA 5--Year Plan.

5. COMMUNITY & CITIZEN PARTICIPATION AND AGENCY CONSULTATIONS

a. The Final Rule states that to ensure that the AFH is informed by meaningful community participation, program participants must give the public reasonable opportunities for

involvement in the development of the AFH as well as in the incorporation of the AFH into the ConPlan or PHA Plan. Program participants should use means of communications designed to reach the broadest audience, by making copies available on the Internet and on the program participant's official website and creating and using an "engagement list" after the commencement of the awarded contract (which will include community, citizen, local government, and Parish agency participants as well as organizations that represent protected classes and organizations that enforce Parish fair housing laws or receive funding under the Fair Housing Initiative Program).

The successful Proposer will actively engage in the Parish's process for community and citizen participation adopted pursuant to the Parish's Consolidated Plan by:

- (i) organizing in-person, on-line, and/or telephonic conference meetings with community, citizen, local government, and agency participants;
- (ii) making presentations at these meetings of its findings with respect to tasks (1) through (4) as described in this Section of the RFP;

- (iii) facilitating these meetings to elicit public comments and broaden public input into the development of the AFH;
- (iv) preparing a concise summary of the community participation process, public comments, and efforts made to broaden community participation, including a summary of the comments or views received in writing or orally at public hearings in preparing the final AFH, and a summary of any comments or views not accepted and the reasons why; and
- (v) taking reasonable steps to provide language assistance to ensure meaningful access to presentations, reports and discussions by non-English-speaking persons.

b. The successful Proposer will also perform the preceding tasks numbered 5.a. (i) – (v) while actively engaging in the Parish's process of consultations, as specified in the Final Rule, with:

- (i) public and private agencies that provide assisted housing and/or administer public housing, health services, and social services (including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, and homeless persons), Parish and regionally-based organizations that represent protected class members, and organizations that enforce fair housing laws;
- (ii) any Parish and/or local housing agency administering public housing (PHA) concerning consideration of public housing needs, fair housing issues in public housing and the Housing Choice Voucher programs, planned programs and activities, the AFH, strategies for affirmatively furthering fair housing, and proposed actions to affirmatively further fair housing;
- (iii) Parish and regionally-based organizations that represent protected class members, and organizations that enforce fair housing laws, such as Parish fair housing enforcement agencies (including participants in the Fair Housing Assistance Program (FHAP)), fair housing organizations and other nonprofit organizations that receive funding under the Fair Housing Initiative Program (FHIP), and other public and private fair housing service agencies, to the extent such entities operate within the Parish; and
- (iv) any organizations that have the capacity to engage with data informing the AFH and to be sufficiently independent and representative so as to provide meaningful feedback on the AFH, the Consolidated Plan, and their implementation (such as a Fair Housing Advisory Council, or similar group, that includes community members and advocates, fair housing experts, housing and community development industry participants, and other key stakeholders).

c. In accordance with the requirements for citizen participation presented in the Final Rule, the successful Proposer shall meet the following deadlines*:

- (i) No later than thirty (30) days after HUD makes the AFH-related data identified in the Final Rule available to JPCD, the successful Proposer will review the data with JPCD to assure that the data are in a form that is ready for public distribution and will advise JPCD as to any other supplemental information the successful Proposer plans to incorporate into the AFH. Thereupon, JPCD shall make the AFH-related data and supplemental information available to the public, public agencies, and other interested parties;
- (ii) No later than March 31, 2017, the successful Proposer will notify JPCD that it is prepared to make public presentation(s) of the proposed AFH at public hearing(s) to be convened by JPCD. Thereupon, JPCD will provide the public with no less than a two week notice of such hearing(s) in accordance with the Final Rule;
- (iii) No later than March 31, 2017, the successful Proposer will deliver to JPCD a draft of the proposed AFH which is suitable for publication and posting on the JPCD website. Thereupon, JPCD will publish the draft of the proposed AFH and, thereby, initiate the 30-day period to receive comments from citizens and units of general local government in accordance with the Final Rule;
- (iv) No later than August 28, 2017, the successful Proposer will deliver to JPCD the final draft of the proposed AFH which will include an attachment with a summary of any comments or views of citizens, local governments and others received in writing, or orally at the public hearing(s), and a summary of any comments or views not accepted and the reasons why. Thereupon, JPCD will review the final draft of the proposed AFH and attachments with the successful Proposer to prepare it for submission to HUD on or before October 1, 2017;
- (v) No later than April 1, 2018, the successful Proposer will notify JPCD that it is prepared to make public presentation(s) of the proposed AFH at one of the two ConPlan required hearings to address the proposed strategies and actions for affirmatively furthering fair housing consistent with the AFH, to be convened by JPCD. To obtain public comment on affirmatively furthering fair housing needs and priority housing and community development needs, at least one of the two required ConPlan hearings must be held before the proposed ConPlan is published for comment. Thereupon, JPCD will provide the public with no less than a two week notice of such hearing(s) in accordance with the Final Rule; and,

* The dates are subject to change by JPCD and/or acceptance of the AFH by HUD.

6. RECORDKEEPING

1. In accordance with the Final Rule, the successful Proposer will establish, maintain, and transfer to JPCD records sufficient to enable HUD to determine that the successful

Proposer and the Parish have met the requirements of the Final Rule, including at a minimum the following:

- (i) information and records relating to the AFH, including, but not limited to, statistical data, studies, and other diagnostic tools used by the successful Proposer and the Parish of Jefferson and any policies, procedures, or other documents incorporated by reference into the AFH;
- (ii) records demonstrating the successful Proposer's and the Parish's compliance with the consultation and community participation requirements, including the names of organizations involved in the development of the AFH, summaries or transcripts of public meeting or hearings, public notices, and other correspondence, distribution lists, surveys, or interviews (as applicable);
- (iii) records demonstrating the actions the Parish has taken to affirmatively further fair housing, including activities carried out in furtherance of the assessment, the Parish's AFFH strategy, as well as actions the Parish has carried out to promote or support its AFH goals during the preceding five years;
- (iv) in the event there are findings by the courts or the United States Government that the Parish has violated any applicable nondiscrimination and equal opportunity requirements set forth in the Final Rule or any applicable civil rights-related program requirement, documentation related to the underlying judicial or administrative finding and affirmative measures that the Parish has taken in response;
- (v) documentation relating to the Parish's efforts to ensure that housing and community development activities (including those assisted under programs administered by HUD) are in compliance with applicable nondiscrimination and equal opportunity requirements set forth in the final rule and applicable civil rights related program requirements;
- (vi) records demonstrating that consortium members, units of general local government receiving allocations from the Parish, or units of general local government participating in an urban county have conducted their own or contributed to the Parish's assessment (as applicable) and documents demonstrating their actions to affirmatively further fair housing; and
- (vii) any other evidence relied upon by the successful Proposer and the Parish to support the Parish's affirmatively furthering fair housing certification.

2.2 Period of Agreement

The term of contract(s) executed under this RFP will run from the date of contract execution through June 30, 2018, or until contract completion, whichever occurs first.

If the scope of work as described in Section 2.1 of this RFP pertains to an emergency pre-placed contract, as defined in Section 2-917 of the Jefferson Parish Code of Ordinances, and if Jefferson Parish has not entered into a new contract for the same scope of work prior to May 1st of the year in which this agreement is set to expire, then this contract shall be automatically extended until the end of the calendar year of the same year that this contract is set to expire.

2.3 Cost Proposal (Price Schedule)

Cost proposals must be submitted in separate sealed envelopes which will remain sealed until such time after the evaluation committee makes its evaluation of the proposals on all factors and criteria Parish in the RFP. The cost proposals shall not be included in the evaluation criteria. Cost shall be worth twenty-five percent (25%) of the total points assigned. Evaluation of cost shall take place after technical evaluation has been completed. Proposers should reference Sections 1.31 and 3.1 for more information on scoring of proposals.

Pricing must be submitted on the Cost Proposal (Price Schedule) furnished in **Attachment "B"**. All proposed pricing shall be inclusive of all additional costs and expenses, including shipment. Prices submitted shall remain firm for the term of the contract, unless otherwise negotiated.

2.4 Deliverables

The successful candidate ("Proposer") must produce the deliverables, as listed in Section 2.0, to JPCD, no later than the dates stated in Section 2.0-Scope of Work. The deliverables listed in this section are the minimum desired from the successful Proposer. The documents provided must be accurate, appropriately formatted, grammatically correct, and well-written. JPCD reserves the right to withhold payment for deliverables that are not provided on time and/or to the required standard.

The Proposer will work concurrently, not consecutively, on all Parts 1-6 in Section 2.0 and is strongly encouraged to combine and leverage their data collection efforts for the six (6) parts, where appropriate. Upon selection, the Contractor will maintain regular contact with JPCD to discuss concerns that either party may raise during the term of the contract. Upon request, the Contractor will submit written progress reports to JPCD. At specified intervals during the term of the contract, the Contractor will prepare and submit drafts of sections of the AFFH for review by JPCD.

Every proposer should describe what deliverables will be provided per their proposal, and how the proposed deliverables will be provided. The Proposer also agrees that if the AFFH is not accepted by HUD, that it will work to resolve the problems at no charge to JPCD.

2.5 Location

As federal funding is being used, the Successful Proposal must be willing to participate and/or conduct bi-weekly meetings to be held in the offices of JPCD regarding the goals and deadlines set by this RFP.

2.6 Financial Profile

Firms are requested to submit documentation for the past 3 years, if available, demonstrating firm's financial stability. Documentation may include audited financial statements including balance sheets, income statements, documentation regarding retained earnings, assets, liabilities, etc.

Proposer must include information demonstrating the proposer's financial stability and ability to obtain and maintain bonding and insurance requirements in order to be eligible to be assigned a higher score. Proposals which lack the description of the company's financial status or the required certification of bonding and insurance requirements may be assigned a lower score

2.7 Proposal Elements

Each proposer shall address how the firm will achieve/meet the scope of work as stated in Section 2.1. Technical approach shall detail the following:

1. The Proposer should also prepare a general description of the proposed project to confirm that the Proposer is familiar with the project desired by JPCD. A narrative should be provided that includes the respondent's intended approach to the scope of work. A contact person and phone number, fax number and email for the respondent are required.
2. A statement concerning proposer's understanding, knowledge of the law, and experience with other agencies in the assessment of fair housing; discussion of previous experience with Consolidated Plans, AI Reports and other housing analysis efforts and how lessons learned through those projects will be used in this project; and a detailed discussion of the items listed in Section 1.4 "Proposer Minimum Requirements" above with elaboration on how the Proposer's team meets those qualifications.

3. A statement regarding the organization of the respondent, identification of the Proposer's team and the proposed organization of key personnel by name, title, and reporting relationship. This section should name the project manager and other key people to be assigned to this project; organizational chart showing the staff involved in the project and their respective assignments; listing and description of similar projects, in tabular format, that have been completed in the past 3 years by the prime consultant and/or proposed subcontractors; resume of proposed project manager; and, a breakdown of the % of work (by allocation of dollars) each consultant/sub-consultant firm will perform as part of this contract.
5. Current financial statement. See Section 2.6 of this RFP.
6. Three references which should state the nature of the relationship to the respondent and the name, telephone number, fax number and address of the person at the reference who is most familiar with the work performed.
7. Proposer's experience in meeting schedules on similar projects; specific project task descriptions and associated outcomes/deliverables; and each project task should have an associated timeframe for the activity.
8. Proposals should include description of specific processes for gathering relevant data and soliciting input from community stakeholders, including the Greater New Orleans Fair Housing Action Center.

PART III EVALUATION

3.1 Evaluation Criteria

The proposed evaluation criteria shall be looked upon as standards which measure how well a proposer's approach meets desired performance requirements, and which permit an evaluation of the differences between desired performance characteristics and what the proposer proposes to do.

The Proposer selected by Jefferson Parish is expected to negotiate and enter into a Proposer's Agreement with Jefferson Parish which will set forth the responsibilities of the respective parties and applicable time frames for accomplishing key objectives.

The proposed evaluation criteria shall measure how well a proposer's approach meets desired minimum performance standards defined in the RFP, and shall allow for the quantification of the differences between those stated minimum standards and what the proposer intends to do. In accordance with Section 2-895 of the Code of Ordinances for Jefferson Parish a scoring system must be devised and impartially applied to each proposal to assure objectivity and thoroughness in comparative analysis.

Cost shall be worth twenty-five percent (25%) of the total points assigned. Evaluation of cost shall take place after technical evaluation has been completed.

1) TECHNICAL PROPOSAL (Maximum of 75 Points)

"The following criteria shall measure the qualifications, technical capabilities and core competency of the proposers and their submissions:"

A. Scope of Services

Consultant's understanding of the purpose of the various aspects of this project 20 Points

B. Project Schedule

Specific project task descriptions and associated outcomes/deliverables; Each project task should have an associated timeframe for the activity. 10 Points

C. Specific Experience

Previous experience with Consolidated Plans, AI Reports or other housing analysis efforts 10 Points

D. Personnel- experience of management staff 10 Points

E. References 5 Points

F. Responsiveness to the RFP 5 Points

G. Certified or applied for certification as minority and/or woman owned business enterprise (M/WBEs) 5 Points

H. Financial Profile of Company 10 Points

2) COST PROPOSAL (Maximum of 25 Points)

The proposer with the lowest cost shall receive the highest cost evaluation score.

Other proposers will receive a cost score computed as follows:

$$CS = (LPC/PC \times X)$$

Where: CS = Computed cost score for Proposer

LPC = Lowest proposed cost (i.e., Lowest amount of federal funds requested) of all Proposers

PC = Proposer's cost

X = 25% of the total number of points assigned

TOTAL MAXIMUM POINTS FOR THIS RFP

100 Points

PART IV. PERFORMANCE STANDARDS

4.1 Performance Requirements

- **Proposer's timely submission of reports**
- **Proposer's submission of accurate and itemized invoices**
- **Proposer's adherence to project schedule/meet completion date**
- **Proposer's ability to provide key personnel with knowledge and technical expertise**

4.2 Performance Measurement/Evaluation

- **Did the proposer finish ahead of schedule?**
- **Did the proposer respond to Parish correspondence in a timely manner?**
- **Were complaints/problems resolved in a reasonable and cooperative manner?**
- **Was the proposer reasonable and responsive to Parish needs?**
- **Was the final product usable for the purpose intended?**
- **Were changes in key personnel made? How often? With or without notice?**

ATTACHMENT "A"

STANDARD INSURANCE REQUIREMENTS - RFP

All required insurance under this proposal shall conform to Jefferson Parish Resolution No. 113646, as applicable. Successful proposers may not commence any work under any ensuing contract unless and until all required insurance and associated evidentiary requirements thereto have been met, along with any additional specifications contained in the RFP. Except as where otherwise precluded by law, the Parish Attorney or his designee, with the concurrence of the Director of Risk Management or his designee, may agree on a case-by-case basis, to deviate from Jefferson Parish's standard insurance requirements, as provided in this Section. Vendors requesting deviation therefrom shall submit such requests in writing, along with compelling substantiation, to the Purchasing Department prior to the RFP's due date. Any changes to the insurance requirements will be reflected in the RFP and addenda. Prior to contract execution and at all times thereafter during the term of such contract, successful proposers must provide and continuously maintain all coverages as required by the foregoing Resolution, and the contract documents. Failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

JEFFERSON PARISH REQUIRED STANDARD INSURANCE

✓ WORKER'S COMPENSATION INSURANCE

As required by Louisiana Parish Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the Parish Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

Note: If your company is not required by law to carry workmen's compensation insurance, i.e. not a Louisiana company, sole employee of the company, then proposers must request a workmen's compensation insurance declaration affidavit prior to the RFP opening date. This insurance declaration affidavit (in original format) must be fully completed, signed, properly notarized and submitted with the proposal submission.

✓ COMMERCIAL GENERAL LIABILITY

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

✓ COMPREHENSIVE AUTOMOBILE LIABILITY

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence. Property Damage Liability \$1,000,000.00 each occurrence.

Note: This category may be omitted if proposers do not/will not utilize company vehicles for the project or do not possess company vehicles. Proposer must request an automobile insurance declaration affidavit prior to the RFP opening date. This insurance declaration affidavit (in original format) must be fully completed, signed, properly notarized and submitted with the proposal submission.

DEDUCTIBLES

No insurance required shall include a deductible not greater than \$10,000.00. The cost of the deductible shall be borne by the successful proposer.

NOTE: If the vendor requires a change in deductibles, the request must be submitted in writing to the Purchasing Department prior to the due date of the RFP. Such request shall be reviewed by the Parish Attorney's Office with the concurrence of the Director of Risk Management.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements

Pricing Schedule/Fee Schedule

Attachment B

1- Provide lump sum pricing for each phase of work in assessment of

a. Consulting

Patterns of integration and segregation;	\$ _____
Racially or ethnically concentrated areas of poverty;	\$ _____
Disparities in access to opportunity; and	\$ _____
Disproportionate housing needs	\$ _____

b. Travel Expense \$ _____

c. Public Engagement Materials \$ _____

2- **Total** (Provide a lump sum cost for all services) \$ _____

Contractor Certification

Contractor's Name: _____

Certification Regarding Debarment, Suspension, and Other Responsibility Matters In Primary Covered Transactions

1. The prospective contractor certifies to the best of its knowledge and belief, that it and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction;
- c. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- d. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission or any of the offense enumerated in paragraph (1)(b) of this certification; and
- e. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative: _____

Signature: _____ Date: _____

ANTI-LOBBYING CERTIFICATE

The undersigned Contractor/Vendor/Subrecipient certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents of all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization:

Street address:

City, State, Zip:

CERTIFIED BY: (type or print)

TITLE:

(signature) (date)

Request for Proposals #_____

Project Description

SIGNATURE PAGE

The Jefferson Parish Department of Purchasing is soliciting Request for Proposals (RFP'S) from qualified proposers who are interested in **conducting an assessment of fair housing** in Jefferson Parish for the Jefferson Parish Department of Community Development.

**Request for Proposals will be received until 4:30 p.m. Local Time on:
Friday, January 13, 2017**

Acknowledge Receipt of Addenda: Number: _____
Number: _____
Number: _____
Number: _____
Number: _____
Number: _____

Name of Proposer: _____

Address: _____

Phone Number: _____ Fax Number _____

Type Name of Person Authorized to Sign: _____

Title of Person Authorized to Sign: _____

Signature of Person Authorized to Sign: _____

Email Address of Person Authorized to Sign: _____

Date: _____

This RFP signature page must be signed by an authorized Representative of the Company/Firm for proposal to be valid. Signing indicates you have read and comply with the Instructions and Conditions.

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

INCORPORATED.

AT THE MEETING OF DIRECTORS OF _____
INCORPORATED, DULY NOTICED AND HELD ON _____,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT WAS:

RESOLVED THAT _____, BE AND IS HEREBY
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-FACT OF
THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON BEHALF OF THIS
CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS AND TRANSACTIONS WITH
THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES, DEPARTMENTS, EMPLOYEES OR
AGENTS, INCLUDING BUT NOT LIMITED TO, THE EXECUTION OF ALL PROPOSALS,
PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES, CONTRACTS AND ACTS AND TO
RECEIVE ALL PURCHASE ORDERS AND NOTICES ISSUED PURSUANT TO THE PROVISIONS
OF ANY SUCH PROPOSAL OR CONTRACT, THIS CORPORATION HEREBY RATIFYING,
APPROVING, CONFIRMING, AND ACCEPTING EACH AND EVERY SUCH ACT PERFORMED
BY SAID AGENT AND ATTORNEY-IN-FACT.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE
AND CORRECT COPY OF AN EXCERPT OF THE
MINUTES OF THE ABOVE DATED MEETING OF THE
BOARD OF DIRECTORS OF SAID CORPORATION,
AND THE SAME HAS NOT BEEN REVOKED OR
RESCINDED.

SECRETARY-TREASURER

DATE

Request for Proposal Affidavit Instructions

- Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, Parish and Parish laws.
- Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.
- Affidavit must be notarized or the affidavit will not be accepted.
- Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.
- Affiant **MUST** select either A or B when required or the affidavit will not be accepted.
- Affiants who select choice A must include an attachment or the affidavit will not be accepted.
- If both choice A and B are selected, the affidavit will not be accepted.
- Affidavit marked N/A will not be accepted.
- It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the Council acts on the matter.
- Failure to submit or properly execute the RFP Affidavit will result in the proposal being deemed non-responsive in accordance with Sec. 2-895(b) of the Jefferson Parish Code of Ordinances

Instruction sheet may be omitted when submitting the affidavit

Request for Proposal

AFFIDAVIT

PARISH OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared: _____
_____, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized _____ of _____ (Entity),
the party who submitted a proposal in response to RFP Number _____, to the Parish of
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B _____ there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Affiant further said:

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B _____ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

Solicitation of Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all elected officials of the Parish of Jefferson, whether still holding office at the time of the affidavit or not, where the elected official, individually, either by **telephone or by personal contact**, solicited a campaign contribution or other monetary consideration from the Entity, including the Entity's officers, directors and owners, and employees owning twenty-five percent (25%) or more of the Entity, during the two-year period immediately preceding the date the affidavit is signed. Further, to the extent known to the Affiant, the date of any such solicitation is included on the attached list.

Choice B _____ there are **NO** solicitations for campaign contributions which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

Affiant further said:

Subcontractor Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Affiant further said that attached is a listing of all subcontractors, excluding full time employees, who may assist in providing professional services for the aforementioned RFP.

Choice B _____ There are **NO** subcontractors which would require disclosure under Choice A of this section.

Signature of Affiant

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE _____ DAY OF _____, 20____.

Notary Public

Printed Name of Notary

Notary/Bar Roll Number

My commission expires _____.

HUD Rule on Affirmatively Furthering Fair Housing

The U.S. Department of Housing and Urban Development (HUD) has released a final rule to equip communities that receive HUD funding with the data and tools that will help them to meet long-standing fair housing obligations in their use of HUD funds. HUD will provide publicly open data for grantees to use to assess the state of fair housing within their communities and to set locally-determined priorities and goals. The rule responds to recommendations of the Government Accountability Office and stakeholders for HUD to enhance its fair housing planning obligations by providing greater clarity and support to jurisdictions receiving HUD funding, and facilitating local decision-making on fair housing priorities and goals.

For more than forty years, HUD funding recipients have been obligated by law to reduce barriers to fair housing. Established in the Fair Housing Act of 1968, the law directs HUD and its program participants to affirmatively further the Act's goals of promoting fair housing and equal opportunity. The final rule on affirmatively furthering fair housing (AFFH) aims to provide all HUD grantees with clear guidelines and the data that will help them to achieve those goals, because no child's ZIP code should determine her opportunity to achieve.

HUD's rule clarifies and simplifies existing fair housing obligations for HUD grantees to analyze their fair housing landscape and set locally-determined fair housing priorities and goals through an Assessment of Fair Housing (AFH). To aid communities in this work, HUD will provide open data to grantees and the public on patterns of integration and segregation, racially and ethnically concentrated areas of poverty, disproportionate housing needs, and disparities in access to opportunity. This improved approach provides a better mechanism for HUD grantees to build fair housing goals into their existing community development and housing planning processes. In addition to providing data and maps, HUD will also provide technical assistance to aid grantees as they adopt this approach.

Key features of this final rule include:

- ☐ Clarifying existing fair housing obligations. Existing patterns of meeting AFFH obligations have been undermined by limited access to data about fair housing conditions and access to opportunity. A Government Accountability Office report from 2010 also cited a lack of clarity, standards, and transparency for communities under the current process. HUD's rule clarifies and standardizes this process.
- ☐ Publicly open data on fair housing and access to opportunity. HUD will provide publicly open data and mapping tools to aid community members and local leaders in setting local fair housing priorities and goals.
- ☐ A balanced approach to fair housing. The final rule helps to facilitate communities relying on local knowledge and local decision-making to determine best strategies for meeting their fair

housing obligations at the local level – including making place-based investments to revitalize distressed areas, or expanding access to quality affordable housing throughout a community.

□ Expanding access to opportunity. The strength of America’s economy, the stability and security of its neighborhoods, and the ability for all to prosper depends on all Americans having equal access to opportunity – no matter what they look like or where they come from. This rule facilitates local decision-making by HUD grantees to expand equal access to opportunity for all Americans.

□ Valuing local data and knowledge. HUD is providing grantees with publicly open data to assist with their assessment of fair housing, but grantees will also use local data and knowledge to inform local decision-making, including information obtained through the community participation process.

□ Customized tools for local leaders. Recognizing that one size does not fit all grantees, given their differing responsibilities and geographic areas served, HUD will be providing fair housing assessment tools specific to local jurisdictions, public housing authorities (PHAs), and states and Insular Areas.

□ Collaboration is encouraged. Many fair housing priorities transcend a grantee’s boundaries. Actions to advance these priorities often involve coordination by multiple jurisdictions. The final rule encourages grantees to collaborate on fair housing assessments to advance regional fair housing priorities and goals.

□ Community voice. The rule facilitates community participation in the local process to analyze fair housing conditions and set local priorities and goals.

□ A phased-in approach. The final rule provides for additional time for communities to adopt this improved process for setting local fair housing priorities than originally proposed.

□ Additional time for small grantees and recent regional collaborations. Local jurisdictions receiving a CDBG grant of \$500,000 or less and qualified PHAs will have more time to submit their first AFH. Grantees that recently submitted a Regional Analysis of Impediments in connection with HUD’s Sustainable Communities competition have additional time to submit their first AFH than originally proposed.

REQUEST FOR PROPOSAL
RFP 0358

Jefferson Parish Department of Purchasing is soliciting Request for Proposals (RFPs) from qualified firms to select a qualified proposer to conduct an Assessment of Fair Housing for the Jefferson Parish Department of Community Development.

CONDUCT AN ASSESSMENT OF FAIR HOUSING

All proposals will be evaluated on criteria such as vendor's technical proposal, qualifications and experience, financial profile and proposal responsiveness and other criteria more specifically defined in the RFP document. The maximum total points for each proposal are set at 100 points

REQUEST FOR PROPOSALS WILL BE RECEIVED IN THE:
JEFFERSON PARISH PURCHASING DEPARTMENT
GENERAL GOVERNMENT BUILDING
200 DERBIGNY STREET, SUITE 4400
GRETN, LA 70053

UNTIL **4:30 P.M.** LOCAL TIME ON **JANUARY 13, 2017**

The Jefferson Parish Council reserves the right to accept or reject any and all proposals, in whole or part, pursuant to the law.

A copy of the RFP is available gratis from: <http://purchasing.jeffparish.net> or
Jefferson Parish Purchasing Department
General Government Building
200 Derbigny Street, Suite 4400
Gretna, LA 70053
(504)-364-2678

Brenda J. Campos
Director
Purchasing Department

Jenifer Lotz
Chief Buyer
Purchasing Department

ADV: The Times Picayune: December 14, 21 and 28, 2016